

## **FREQUENTLY ASKED QUESTIONS – SALARY SNAPSHOT REPORT**

### **BACKGROUND**

#### **What is the purpose of the Salary Snapshot Report?**

Chapter 257 of the Acts of 2008 places authority for the determination of reimbursement rates for human and social services with the Secretary of the Executive Office of Health and Human Services (EOHHS). EOHHS is working diligently to implement rate regulation as specified in the statute, in a manner that promotes efficiency, transparency, and uniformity across agencies and providers. The new Salary Snapshot Report is an information gathering tool which will assist EOHHS in the rate setting process by making information readily available in a consistent format.

#### **Why is this report being required?**

Up until now it has been difficult to document the impact of Chapter 257 rates on direct care salaries, as data sources have not been consistent or timely. EOHHS is very interested in tracking salary information more closely, because salaries and benefits are a key factor in developing and updating rates under Chapter 257.

#### **How will the Salary Snapshot Report be used?**

The detailed information collected will be used to inform and streamline future rate projects. It will allow EOHHS to monitor the impact of Chapter 257 on provider salaries, and support ongoing contract management by EHS agencies.

#### **Who is subject to the new salary reporting requirements?**

Any provider who receives payment for services with rates established in the [101 CMR 400 series](#), the [114.4 CMR series](#), certain regulations in the [101 CMR 300 series](#), certain regulations in the [114.3 CMR series](#), or [114.5 CMR 4.00](#) is subject to the new reporting requirements for all POS contracts with EOHHS constituent agencies (DDS, DTA, DCF, ELD, DPH, DYS, EHS, MCB, MCD, and MRC), including those which may not presently be paid via a regulated rate. At this point, the reporting requirements should apply to most POS providers.

#### **What is the reporting period?**

Each report should be a “snapshot” which summarizes employer wages and salaries as they exist in the first full pay period in July.

### **COMPLETING THE REPORT**

#### **Which programs need to be reported?**

If a provider is operating a human and social service program that receives more than 5% of its funding from one or more EOHHS department, excluding MassHealth, all of the employees of that program should be included in a provider’s salary report.

#### **Do I need to provide information for every individual employee?**

No, the report is designed to group employees that share the same Contract Number, Activity Code, Working Title and UFR Title into the same entry. While individual entries are accepted,

they are not expected. Please group employees as appropriate and enter the summary information.

**What is a Working Title?**

This is the internal title used by the provider for a particular position. For instance, an individual's internal title might be "Recovery Specialist," which corresponds to UFR title "135-Direct Care/Program Staff II."

**How do I know which UFR title to choose for each position?**

UFR titles are fairly well detailed, and have been used on the standard Purchase of Service budget attachment 3. Please review the list of UFR titles and descriptions included as an appendix to this FAQ document and make the most appropriate selection for each position. Agencies are being encouraged to provide guidance about which program titles belong in which grouping to ensure consistency across providers within a particular program.

**How should relief staff be reflected?**

Select "141-Relief Staff" from the UFR Title drop down, and complete the remaining fields to represent the snapshot period.

**What are Activity Codes?**

Each POS contract is tied to a four-digit alpha or numeric Activity code which corresponds to a service provided by the contract. For example, all 24-hour residential programs at DDS are coded with a 3153 activity code. The activities are defined by Departments and may be grouped together for Chapter 257 pricing.

**What is Total Employees at Position?**

This is the total number of employees and reflects a simple count of the individuals filling a role, including both full-time and part-time employees. For example, if 2 full-time and 3 part-time day care assistants have the Working Title of "Teacher's Aide" and UFR Title of "120-Day Care Assistant Teacher/Aide," the total number of employees at that position would equal 5.

**What are Total Regular Weekly Hours?**

This field captures the regularly scheduled hours worked by all employees in a position in a week, excluding overtime. For instance, the combined regular hours worked by the 5 Teacher's Aides might add up to 130 hours. If an individual's schedule is variable, please utilize the number of hours worked during the week prior to the report date.

**What are Total Regular Weekly Wages?**

This entry reflects the total base pay for the hours reported as Regular Weekly Hours.

**What are Minimum and Maximum Hourly Wage for Position?**

These columns should indicate the lowest and the highest hourly rates paid to the employees with the same unique combination of Working Title and UFR Title.

**What should be entered for Hours for Full Time in Org.?**

This number is used to determine the overall full-time equivalency value for the positions listed. Not every organization defines “Full Time” as a 40 hour work week - it is not uncommon to see full time defined as 37.5 hours or even 35 hours from one provider, or even from one position, to the next. Enter the number of hours *your* organization considers full time for that position.

**How should vacancies be reported?**

This report is meant to be a salary snapshot, not a listing of all positions funded by a contract. Agencies *may* ask providers to follow-up with additional vacancy related information, but no vacancies should be listed for this report.

**Where should I send the completed template?**

Completed templates should be sent to [EOHHSPOSPolicyOffice@MassMail.State.MA.US](mailto:EOHHSPOSPolicyOffice@MassMail.State.MA.US).

**TECHNICAL TIPS****What is the Comment Box that pops up next to each field?**

As you click on certain cells within the spreadsheet, a Comment Box will appear that describes the type of information to be entered in the field. You can move the Comment Box by clicking and dragging.

**Why do some columns say *drop down*?**

Responses in these columns should only be selected from the embedded drop down menus, specifically UFR Title and Department. This was done to ensure consistency between provider reports and enable EOHHS to pull them into a larger database. Entries can be copied into the drop down fields, but please ensure that they are consistent with the drop down entries.

**If I have issues with the template, who do I contact for help?**

Please call the EOHHS POS Help Line at (617) 573-1717 and leave a message or send an email to [EOHHSPOSPolicyOffice@MassMail.State.MA.US](mailto:EOHHSPOSPolicyOffice@MassMail.State.MA.US).

**REPORT AUTHORITY****Under what authority is the Salary Snapshot Report being collected?**

Each purchase of service rate regulation contains a general provision at the end, which reads –

- (2) Required Reports. Each Provider must file:
  - (a) an annual Uniform Financial Statement and Independent Auditor's report to the Division of Purchased Services in accordance with the filing requirements of Division of Purchased Services Regulation 808 CMR 1.00;
  - (b) any Cost Report supplemental schedule as issued by the Center to the Center; and
  - (c) any additional information requested by the Center within 21 days of a written request.

The Salary Snapshot falls under provision (c), and the Center for Health Information and Analysis has delegated authority for the data collection to EOHHS.

## APPENDIX – UFR TITLES AND DESCRIPTIONS USED IN SALARY SNAPSHOT REPORT

<b>UFR Title #</b>	<b>UFR Titles and Descriptions</b>
101	Program Manager - An individual who has overall responsibility for the management, oversight and coordination of a programmatic functional area within or across programs as in the case of “Medical Director”, “Residence Director”, “Clinical Director”, “Education Director”, etc.
102	Program Director - An individual who has overall responsibility for the daily operation of one or more individual programs.
103	Assistant Program Director - An individual who reports directly to the Program Director, acts for the Program Director in his/her absence and functions as an adviser/assistant to the Program Director.
104	Supervising Professional - A credentialed professional (physician, psychiatrist, social worker, nurse, etc) whose primary responsibility is the supervision of fellow credentialed professionals in the daily performance of their programmatic functions.
105	Physician - A Board of Registration in Medicine-licensed or Board eligible physician (including all medical specialties, e.g. dentist, podiatrist except psychiatrist # 121) with either an MD or DO degree whose primary responsibility is delivery or supervision of health/medical care to program participants.
106	Physician’s Assistant - An individual registered with the Department of Public Health and functioning in that capacity.
107	Registered Nurse-Master’s, Nurse Psychiatric Mental Health Specialist, Nurse Practitioner- An individual who possesses a Master’s degree in nursing and/or is registered with the Board of Registration in Nursing and is functioning in any of the above capacities.
108	Registered Nurse - An individual who is licensed as a registered nurse by the Board of Registration Nursing (both BSNs and others) and is engaged in nursing duties.
109	Licensed Practical Nurse - An individual licensed as a practical nurse by the Board of Registration in Nursing and is engaged in nursing duties.
110	Pharmacist - An individual licensed by the Board of Registration in Pharmacy and functioning as a pharmacist.
111	Occupational Therapist - An individual registered as an occupational therapist by the Board of Registration in Allied Health Professionals and who provides occupational therapy.
112	Physical Therapist - An individual registered as a physical therapist by the Board of Registration in Allied Health Professionals and who provides physical therapy.
113	Speech/Language Pathologist, Audiologist - An individual registered as a Speech/Language Pathologist or as an Audiologist by the Board of Registration in Speech/Language Pathology and Audiology and provides speech and hearing therapy.
114	Dietitian/Nutritionist - An individual registered as a dietitian by the Commission on Dietetic Registration of the American Dietetic Association or an individual with a Bachelor’s or Master’s degree in nutrition, who provides nutritional counseling, education, supervision of meal/menu preparation.
115	Special Education Teacher - An individual certified in special education by the Massachusetts Department of Education and working in that capacity.
116	Teacher - an individual certified by the Massachusetts Department of Education, other than special education and working in that capacity.
117	Day Care Director - An individual certified by the Office for Children as a Day Care Director and functioning in that capacity.

<b>UFR Title #</b>	<b>UFR Titles and Descriptions</b>
118	Day Care Lead Teacher - An individual certified by the Office of Children as a Day Care Lead Teacher and functioning in that capacity.
119	Day Care Teacher - An individual certified by the Office of children as a Day Care Teacher and functioning in that capacity.
120	Day Care Assistant Teacher/Aide - An individual certified by the Office of Children as a Day Care Assistant Teacher/Aide and functioning in that capacity.
121	Psychiatrist - An individual licensed to practice medicine, certified or eligible for certification by the American Board of Psychiatry and primarily involved in rendering or direction psychiatric care.
122	Psychologist - Doctorate- An individual holding a doctoral degree in psychology (including behavioral psychologist and neuropsychologist) or a closely related field, registered by the Board of Registration of Psychologist and primarily engaged in providing diagnostic evaluations, psychological counseling/therapy or development and implementation of behavioral treatment plans.
123	Clinician (formerly Psychologist - Master's) - An individual holding a Master's degree in psychology (including behavioral psychologist) or a closely related field and primarily engaged in providing diagnostic evaluations, psychological counseling/therapy or development and implementation of behavioral treatment plans.
124	Social Worker -LICSW - An individual registered as a Licensed Independent Clinical Social Worker by the Board of Registration of Social Workers and primarily engaged in providing diagnostic evaluations, psychological counseling/therapy or development and implementation of behavioral treatment plans.
125	Social Worker-LCSW- An individual registered as a Licensed Certified Social Worker by the Board of Registration of Social Workers and providing social work services.
126	Social Worker - LSW- An individual registered as a Licensed Social Worker by the Board of Registration of Social Workers and providing social work services (including casework/counseling).
127	Licensed Counselor - An individual with at least a Master's degree in counseling or a related field who is licensed by the appropriate Board of Registration and provides counseling services.
128	Certified Vocational Rehabilitation Counselor - An individual certified by the Committee on Accreditation of Rehabilitation Facilities and provides vocational rehabilitation counseling.
129	Certified Alcoholism Counselor, Certified Drug Abuse Counselor, Certified Alcoholism/Drug Abuse Counselor- An individual registered as an Alcoholism Counselor, Drug Abuse Counselor or both by the Massachusetts Board of Substance Abuse Counselor Certification and who provides counseling services for substance abusers.
130	Counselor - An individual who provides therapeutic or instructive counseling to program clients/service recipients.
131	Case Worker/Manager - Master's - An individual possessing at least a Master's degree in counseling, or a closely related discipline, providing casework/case management services including service eligibility determination, service plan development, service coordination, resource development advocacy, etc.
132	Case Worker/Manager - An individual , providing casework/case management services including service eligibility determination, service plan development service coordination, resource development advocacy, etc.

<b>UFR Title #</b>	<b>UFR Titles and Descriptions</b>
133	Direct Care/Program Staff Supervisor - A staff member whose primary responsibility is the supervision of nonprofessional or paraprofessional direct care/program staff in the performance of their programmatic functions or whose duties involve significant responsibility for program operations or logistics. A supervisor in this component may also perform direct client care.
134	Direct Care/Program Staff III - Staff, other than those described above, requiring a doctoral or Master's degree, specific credentials or licensure, significant experience, or specialized skills, who are responsible for the general daily care of program clients/service recipients or for primary program service delivery.
135	Direct Care/Program Staff II - Staff, other than those described above, requiring a Bachelor's degree, experience or specific skills, who are responsible for the general daily care of program clients/service recipients or for primary program service delivery.
136	Direct Care/Program Staff I - Staff, other than those defined above, who are responsible for the general daily care of program clients/service recipients or for primary program service.
137	Program Secretarial, Clerical Staff - Individuals required to carry on direct program clerical activities such as program or client record keeping.
138	Program Support, Housekeeping, Maintenance, Janitorial, Groundskeeper, Drive, Cook - Individuals who carry out direct program activities for client health and safety.
141	Relief Staff – Staff, other than those defined above, who are responsible for the general daily care of program clients/service recipients or for primary program service on a temporary basis.